



Local Programs Procedures

LPP 05-04 Manual Update
Subject: Reporting of Maintained Public Mileage

Reference: *Local Assistance Procedures Manual* (LAPM), Chapter 18, *Maintenance*

Effective Date: December 19, 2005

Approved: **Original Signed By**

TERRY L. ABBOTT, Chief
Division of Local Assistance

WHAT IS AN LPP

LPP's are Local Programs Procedures. These documents are used for the rapid deployment of new procedures and policies for updates of the Local Assistance manual, guidelines and programs. They are numbered according to calendar year and order in which released. This is the fourth LPP issued in 2005 hence; it is LPP 05-04.

PURPOSE

The purpose of this LPP is to revise the *Local Assistance Procedures Manual*, Chapter 18, *Maintenance* on reporting of maintained public mileage, which has been revised to meet the requirements of the Highway Performance Monitoring System (HPMS), a federally mandated program. Other minor administrative changes have also been made.

BACKGROUND

The reporting of county maintained road mileage is pursuant to Streets and Highways Code Section 2111-2121. Since this information is needed for reporting, as part of the Highway Performance Monitoring System (HPMS), this chapter of the LAPM is being rewritten in order to specify the current procedures for HPMS reporting.

PREVIOUS PROCEDURES

Counties in California are required to submit to Caltrans, and Caltrans certifies to the State Controller their "County Maintained Road Mileage" each year in May, as per Section 2121 of the Streets and Highways Code. Caltrans in turn would forward the report to the Office of Highway System Engineering (OHSE) in Sacramento. The OHSE would then check and verify, then file the information. The reports were then consolidated and a summary was sent to the State Controller's Office.

NEW PROCEDURES

The State Controller's Office now receives a monthly report from the Caltrans Division of Transportation System Information that gives the certified totals of county maintained mileage for each county. The format for reporting the maintained public road mileage has been revised to capture information needed for the HPMS.



USER-FRIENDLY FEATURES

- These new procedures are incorporated in the electronic version of the LAPM that are available at the Division of Local Assistance Home page on the Internet at: <http://www.dot.ca.gov/hq/LocalPrograms/>. Once there, click on "Publications" and then click on <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm> for *Local Assistance Procedures Manual*. You may also purchase a Compact Disc (CD), which acts as a one-stop shop for information and promotes flexible access to helpful information for local project delivery at: <http://www.dot.ca.gov/hq/LocalPrograms/lam/LApubsCD.htm>
- Additional user-friendly features were developed to make the manual easier to edit and to access on the DLA website. These added features will allow the users to navigate more quickly through the manual. Chapter formatting has been changed to enhance user-friendliness and reduce overall document size. Internal bookmarks allow for direct access to chapters and subheadings from the table of contents. Right justification has been eliminated, resulting in tighter text, more compact paragraphs and an overall reduced chapter size. **Sidbars indicate the revisions or changes made on the affected pages.**
- Chapter 18 is being reissued in its entirety.
- To receive an electronic notification when new information (including new LPPs) are posted on the DLA web site, please subscribe to the DLA list server at: <http://www.dot.ca.gov/hq/LocalPrograms/sub.htm>

- Comments and suggestions for improvement to the manual, processes and procedures are welcome. They may be submitted to:

Department of Transportation
Division of Local Assistance, MS 1
Attention: **Cathy Felkins**
P.O. Box 942874
Sacramento, CA 94274-0001
FAX (916) 654-2409
Cathy_Felkins@dot.ca.gov

SUMMARY OF CHANGES

LAPM Item	Change
Chapter 18 Table of Contents	Updated Table of Contents to reflect the changes.
Various	<p>The function of the Division of Local Assistance (formerly OLP) on collecting the county maintained mileage reports from the counties was transferred to Division of Transportation System Information (TSI).</p> <p>All references to “<i>OLP</i>” in this Chapter were replaced with “<i>TSI</i>.”</p>
Section 18.1, (General Introduction) page 18-1, 2	<p>Under Section “General Requirements” the following changes were made:</p> <ul style="list-style-type: none">• <i>State Highway Department</i>” was changed to “<i>State Transportation Department</i>.”• Added “<i>United States Code (U.S.C)</i>” to Section 116 of Title 23.• Corrected “<i>Highway Users Account</i>” to “<i>Highway Users Tax Account</i>.”• Reference to “<i>Caltrans Maintenance Manual Sections 1.16 and 1.20</i>” was deleted and “<i>Project Development Procedures Manual Section 1-20.5</i>” was corrected to “<i>Project Development Procedures Manual, Chapter 2, Roles and Responsibilities</i>.” Added the website at: http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt02.pdf. <p>Established the acronyms (SHA) and (SHS) in the 3rd and 4th paragraph.</p> <p>Deleted the last paragraph in this Section.</p> <p>Added the section “<i>ACRONYMS</i>.”</p>

Section 18.4 (County Road System) page 18-4 thru 8	<p>Maintained mileage can include alleyways provided they meet all federal definitions of “public road.”</p> <p>Dividing a roadway between two jurisdictions down the centerline is acceptable, but it is preferable to divide the road transversely in segments.</p> <p>The use of form HCC 342 is entirely optional.</p> <p>Under “<i>Action Required of the Counties</i>” following changes were made:</p> <ul style="list-style-type: none">• Reference to “<i>district</i>” on the 5th paragraph was changed to “<i>DLAE</i>.”• Documents listed as “<i>Exhibit A</i>” was renamed to “<i>Attachment</i>” and “<i>Exhibit B</i>” was deleted. <p>Under “<i>Action Required of the District</i>,” revised the 1st paragraph.</p> <p>Under “<i>Action Required of Headquarters</i>,” revised the 2nd paragraph.</p> <p>Under “<i>Relinquished State Highways</i>,” deleted the 2nd and 3rd paragraphs.</p> <p>Under “<i>Mileage Involved in Undercrossing and Overcrossing of State Highway</i>,” minor revision was made.</p> <p>Replaced the Section “<i>Road System Maps</i>” with the “<i>Functional Classification Updates</i>.” and deleted the following under the old “<i>Road System Maps</i>” sections:</p> <ul style="list-style-type: none">• Map Revisions• Action Required of the Counties - Maps• Action Required of the Districts - Maps• Action Required of Headquarters - Maps
Section 18.5 (References) page 18-9	Added the section “ <i>REFERENCES</i> .”
Exhibit 18-A	<p>The following changes were made in the Exhibit:</p> <ul style="list-style-type: none">• Under Item “<i>No. 3. Markings</i>,” the reference to “<i>State Traffic Manual</i>” was changed to “<i>Manual on Uniform Traffic Control Devices 2003(MUTCD) California Supplement</i>” and added the website at: http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/supplement.htm• Added Item “<i>No.12. Non-Motorized Facilities</i>.”• Added “<i>Distribution</i>” list at the end of the exhibit.

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Exhibit 18-B	Added “ <i>Distribution</i> ” list at the end of the exhibit.
Exhibit 18-C	Added “ <i>Distribution</i> ” list at the end of the exhibit.
Exhibit 18-D	Added “ <i>Distribution</i> ” list at the end of the exhibit.

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CHAPTER 18 MAINTENANCE

18.1 GENERAL REQUIREMENTS

Section 116 of Title 23, United States Code (U.S.C.) states that the State Transportation Department (Caltrans) is responsible for maintaining or causing to be maintained, any project constructed with federal-aid funds and all bridges carrying federal-aid routes. Responsibility for maintaining local federal-aid projects is passed on to the local agency as stated in the “Local Agency-State Master Agreement” (see Chapter 4, *Agreements*, in this manual). The annexation, by a city, of territory in the county that contains all or a part of a federal-aid project transfers the maintenance responsibility of that project to that city. This responsibility is expected to be enforced during the service life of the project.

Section 116 of Title 23, United States Code (U.S.C.) also provides that if the federal authorities find that any completed project is not properly maintained such fact shall be called to the attention of Caltrans. If the project is under local agency jurisdiction and is not put in proper condition within 90-days after written notification by Caltrans, approval of further federal-aid projects for the agency will be withheld until the project is put back in proper condition.

Section 823.5 of the Streets and Highways Code (S&H Code) outlines Caltrans’ authority to perform the required maintenance should the agency having the responsibility fail to do so. In such case, Caltrans shall notify the State Controller of their maintenance expenditures on such street or highway. Then the State Controller shall deduct from future apportionments to such county or city, the amount certified by the Director of Caltrans from the Highway Users Tax Account in the Transportation Tax Fund and place such amount in the State Highway Account (SHA).

Local agency projects that are on the State Highway System (SHS) that will create a maintenance responsibility must be covered in a Caltrans maintenance agreement, or an amendment to an existing maintenance agreement. This policy is contained in the *Project Development Procedures Manual*, Chapter 2, *Roles and Responsibilities* at: http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt02.pdf. These agreements are to be executed preferably during the project development process and no later than the start of construction.

Maintenance includes not only the preservation of the general physical features of the roadway, roadside, and surfacing, but also the preservation of all safety and regulatory features, devices and appurtenances built into the project. No safety features, devices and appurtenances paid for with federal funds shall be removed, eliminated, or decreased in effectiveness without the prior approval of the governing entity of the jurisdiction in which the project is located (see Section 11.4, *Design Exceptions*, of this manual).

ACRONYMS

AADT	- Annual Average Daily Traffic
AASHTO	- American Association of State Highway and Transportation Officials
Caltrans	- California Department of Transportation
CRS	- California Road System
CTC	- California Transportation Commission
DLAЕ	- District Local Assistance Engineer
FC	- Functional Classification
FHWA	- Federal Highway Administration
FIPS	- Federal Information Processing Standards
HCM	- Highway Capacity Manual
HOV	- High-Occupancy Vehicle
HPMS	- Highway Performance Monitoring System
HSE	- Highway System Engineering
IRI	- International Roughness Index
ISTEA	- Intermodal Surface Transportation Efficiency Act
LRS	- Linear Reference System
MPO	- Metropolitan Planning Organization
MTC	- Metropolitan Transportation Commission
NHS	- National Highway System
OC	- Overcrossing
PM	- Post Mile
SAFETEA-LU	- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users (replaced TEA 21)
S&H Code	- Streets and Highways Code
SHA	- State Highway Account
SHS	- State Highway System
STP	- Surface Transportation Program
STRAHNET	- Strategic Highway Corridor Network
TRB	- Transportation Research Board
TSI	- Division of Transportation System Information (Caltrans)
UC	- Undercrossing
VMT	- Vehicles Miles Travelled

18.2 BRIDGE INSPECTION

Bridges located on public roads, under the jurisdiction of a local agency, whether or not they were constructed with federal funds are inspected by the state at approximately two-year intervals. The inspection is conducted in accordance with the *National Bridge Inspection Standards* and *Caltrans Maintenance Manual*. A local agency may conduct their own inspection in accordance with the above standards, using their own forces or consultants.

During the initial investigation and report writing stage, bridges are analyzed to determine their load carrying capacity. If necessary, posting recommendations are made at that time. If subsequent investigations indicate that posting may be required or revised because of deterioration, neglect, or other causes, additional analyses are made. Additional studies and analyses may be made at any time by the state at the local agency's written request. The local agency will receive two copies of the written Bridge Report.

18.3 MAINTENANCE MONITORING

Caltrans is responsible for the administration of the local assistance program and shall review the condition of local federal-aid roads for general compliance with the provisions of this section. The primary concern of the maintenance review is whether or not federal-aid highway projects are maintained at an acceptable level of physical integrity and operation. Should an unsatisfactory condition be observed which threatens the integrity of the project that was constructed with federal funds, it should be brought to the attention of the appropriate local officials so that corrective measures may be taken in time to avoid an official action from the federal authorities.

Either throughout the year or during the month of October, the District Local Assistance Engineer (DLAE) or his designated representative(s) shall review a sample of completed local agency federal-aid projects to determine a local agency's maintenance effort. A *Maintenance Review Checklist* (Exhibit 18-A) is used for the maintenance review. Upon completion of the maintenance review, the DLAE shall forward a consolidated report of their findings to the DLA by the first of December.

All deficiencies shall be discussed with the local agency and adequate time allotted to correct the condition. Major deficiencies left uncorrected should be discussed with HQ DLA to determine what further action should be taken. The district should try to review each local agency at least once in a four-year period. More frequent reviews should be made if discovered deficiencies warrant. Comments and follow up actions should be included on the Maintenance Review Checklist where appropriate.

18.4 COUNTY ROAD SYSTEM

The S&H Code confers upon the Board of Supervisors of the various counties the authority, duties, and limitations that have to do with the establishment and maintenance of the county road system. The S&H Code also places certain duties upon Caltrans with respect to the county roads, requiring cooperation between the counties and Caltrans in some areas and allowing it, or making it optional in others. This cooperative effort and contact is carried on between the County Road Commissioners and the District Directors, acting through authorized assistants, all subject to administrative review and correlation of effort by the Transportation System Information (TSI).

CERTIFICATION OF MAINTAINED MILEAGE

As required by the State Controller, one of the duties of Caltrans is to certify the maintained mileage of county roads in each county. The State Controller currently requires certification each month (see Section 2121 of the S&H Code). Collection of data for and implementation of this duty, including the certification to the State Controller, has been delegated to Caltrans TSI. The main object of this activity is to supply the information necessary for distribution of Highway User's Tax Funds in accordance with Section 2104 of the S&H Code.

Procedures for accurately reporting and certifying the county road mileage figures have evolved and certain rules have been adopted. These steps involve the necessity for official action by counties and documentation thereof. Caltrans, in order to prepare the monthly certificate, is constantly engaged in the collection and tabulation of road information and in maintaining the records and maps necessary for this purpose and for other activities.

MILEAGE ELIGIBLE FOR CERTIFICATION

It is important that the maintenance status of county roads be determined under uniform rules, because the miles maintained is an important factor in apportioning Highway User's Tax monies. In approximately half of the smaller counties, each mile added to a county's road system increases its annual apportionment above that which it would otherwise receive. Each such increase decreases the amount available for apportionment to all counties on the basis of vehicular registration.

For the purpose of certification to the State Controller, it has been established that a maintained county road must meet all of the following criteria:

1. An existing road actually maintained by the county or its agent (planned, unbuilt roads are not considered eligible).
2. Traversable by ordinary automobile except for seasonal closure by snow, or occasional closure to accommodate repair or reconstruction (otherwise, non traversable roads are not considered to be maintained).
3. Have become county roads through due legal processes (they cannot become county roads through mere public use or because of arbitrary opinion).
4. Open to the general public (roads from which the public is barred do not qualify).

5. Public alleys that function like public roads can qualify as public roads. These alleyways would never be classified functionally high enough to be eligible as a federal-aid highway.
6. Be located outside of incorporated cities. The Collier Burns Act, which originated the mileage certification requirement contained in Section II, the following:

“...the Department of Public Works shall certify...the total maintained mileage of County roads in unincorporated territory...”

The S&H Code has since provided two exceptions to criteria No. 5: (1) In any city that has not held an election of municipal officers in 10 years (Section 2004.5), and (2) In any county which has since January 1, 1961, adopted a county highway bond issue (Section 1732). The first exception applies only to Hornitos, Mariposa County; Markleeville, Alpine County; Meadowlake, Nevada County; and the second exception applies to Santa Clara County.

A road which is on a county line, or which crosses a county line, may be maintained by one of the counties and be eligible for inclusion in that county's maintained system, even though it may be in the other county; provided there is an agreement certified to by resolutions of the Boards of Supervisors of both counties. Copies of these resolutions should be forwarded to TSI.

Boundary line road mileage may be divided among the agencies involved in any manner agreeable to the agencies, but the sum of the various lengths should equal the total length of the road. Dividing a roadway down the centerline is acceptable, but it is preferable to divide the road transversely in segments.

Each agency's tabulation will indicate the mileage claimed by the different agencies within the termini shown with an asterisk indicating as “non-add” the mileage not claimed by the reporting agency. The agency that does not claim the mileage should omit such roadway segment from the tabulations. Alternatively, if form HCC 342 (Exhibit 18-C, *City-County Road System EDP Input Form HCC 342*) is used, there should be an asterisk indicating as “non-add” the mileage not claimed by the reporting agency. The use of form HCC 342 is optional, and at the sole discretion of the reporting agency.

To ensure consistency among all the agencies, roads will be measured through intersections regardless of the overlapping of mileage thus caused. Roads terminating at an intersection with another road will be measured from the intersection of centerlines, except where roads terminate at a state freeway. In the latter case, the mileage will be to the end of county maintenance.

CERTIFICATION PROCEDURES

Section 2121 of S&H Code reads as follows:

“ (a) In May of each year, each county shall submit to the Department any additions or exclusions from its mileage of maintained county highways, specifying the termini and mileage of each route added or excluded from its county maintained roads. The Department shall either approve or disapprove each such inclusion or exclusion. A county may appeal any disapproval as provided in Section 74. The Department shall certify county mileage figures to the Controller, as required. No appeal shall affect any apportionment made by the Controller pending the determination of the appeal. If, on appeal, additional mileage is allowed the county, the Department shall immediately certify the corrected figure to the Controller, and the same shall be used for subsequent apportionments.

(b) Upon relinquishing any state highway or portion thereof to a county, the Department shall immediately certify to the Controller the mileage so relinquished and the same shall immediately be added to the county's maintained mileage of county roads for purposes of subsequent apportionment."

ACTION REQUIRED OF THE COUNTIES

While the law permits the counties to propose their annual mileage revisions at any time during May, such action should be taken very early in the month to give Caltrans adequate time to complete an orderly and accurate June 30 certifications for the beginning of the new fiscal year.

The counties should alertly claim at the time of their May submittals all mileage properly claimable, because there is no provision in the law for adding maintained mileage during other months, except for state highway relinquishments. New frontage roads and others of a similar nature, which are accepted from the state for maintenance by the county under an agreement are not "relinquishments" and must await the following May before being added to the county's certified mileage. The county should claim in May, any additions that would become effective on the following July 1 because of any provision of law, or by reason of agreement previously entered into.

EXAMPLE

County A and County B have previously agreed through due process that a certain boundary road now maintained and claimed by County B shall, after the 30th of June is maintained by County A. County A should pick up this mileage on its May submittal. Thus County B must drop the above-mentioned boundary road when County A takes over. One exception to this rule is a county road to be taken for maintenance by Caltrans as a state highway effective July 1. Such roads are to be kept on a county's list of maintained roads for gas purposes until the following June 30.

Another deletion that should be shown on the May changes is the mileage that will be lost to cities, because of annexations during the period since last June 30. Section 34333 of the Government Code is worded in such a manner as to cause the counties to continue maintenance of roads in newly incorporated territory through June 30 following the incorporation. It will be expected that the counties will, in each May, delete all maintained mileage in areas incorporated since the previous June 30.

Each County Road Commissioner will present to the DLAE, corrected mileage figures for his/her county; the submittal is to be in the form of a resolution by the Board of Supervisors supported by corrected maps and tabulations. The resolution should be in the general form shown as Exhibit 18-B, *Sample Resolution* and should contain all the recitals indicated therein. The resolution shall be supported by the following document as attachment:

- **ATTACHMENT-** consisting of one complete set of the previous years' HPMS or EDP tabulation of Maintained County Roads with all changes marked in color. Any color contrasting sharply with the printing may be used except orange, which is

reserved for any corrections found necessary by the district. The changes will be so noted. Examples of some changes are: extended roads, deleted roads or deleted portions of roads, and changed descriptions, names or numbers.

Counties desiring not to use Caltrans' EDP tabulations may use their own, provided a complete list of the changes and a complete tabulation showing the revised system are submitted.

This attachment may be submitted electronically or in hard copy to the DLAE and the total mileage thereon must agree with the mileage certified on the Board of Supervisor's resolution.

ACTION REQUIRED OF THE DISTRICT

The DLAE should check the resolutions, maps and tabulations against each other and against the record of the month-to-month changes prior to submitting them to headquarters.

Necessary changes in the county's EDP tabulations should be corrected in orange to show the correct mileage following agreement upon any necessary changes. Some counties prefer, in lieu of furnishing the revised EDP list for EXHIBIT B, to furnish a separate list of additions and deletions of mileage. Such separate lists are acceptable, provided they contained all required descriptive data. In such cases, the county will furnish a complete updated copy of its tabulation.

After all resolutions, maps, and tabulations have been checked, each district will submit a mileage certification to TSI not later than June 15, but preferably earlier. This certification will list the correct total mileage of maintained county roads in each county in the district. It is not necessary that the tabulations be forwarded with the district's certification. They may be held pending completion of necessary changes.

The district's certification will be used as the basis of Caltrans' certification to the State Controller for his/her use in calculating the Section 2103 of S&H Code monthly apportionment to the counties from the Highway User's Tax Fund over the ensuing fiscal year. Since, in many counties, each mile of increase means more income, the need for accuracy is apparent, as well as the necessity for promptness of the submittal. Even though a county does not receive funds on a mileage basis, the prompt submittal of its maintained mileage changes is essential to maintain accurate mileage figures for other purposes.

ACTION REQUIRED OF HEADQUARTERS

The mileage reported annually by the districts, adjusted for known changes occurring during the period of their preparation, or for obvious errors and oversights, will be combined in Caltrans' July 1 certification to the State Controller.

As an illustration of the mileage tabulation for the certification to the State Controller, see Exhibit 18-D, *Mileage of Maintained Roads*. The tabulation includes the net changes from the previous month's mileage. In order that the districts and counties may maintain accurate records, a copy of the combined mileage certification is sent to each district.

MONTH-TO-MONTH MILEAGE CHANGES

On the first working day of each month, TSI compiles a new tabulation of mileage for each county as of the last working day of the preceding month. The new tabulation is transmitted to the State Controller with a certificate similar to the July 1st certification. This tabulation is similar to the June 30 tabulation, except that the plus and minus mileage figures are generally minor in nature, being limited as noted and discussed hereafter.

ERRORS IN PREVIOUS CERTIFICATIONS

To correct errors in previous certifications, the maintained mileage of any county may be changed in any monthly certification to the Controller. The county, district may initiate these changes, or by TSI at the time the error is discovered. Errors discovered by the county or the district should be mutually verified and agreed upon before being submitted to TSI for review and appropriate action.

RELINQUISHED STATE HIGHWAYS

Mileage relinquished from the SHS by the California Transportation Commission (CTC) is added by TSI to the maintained mileage of the counties concerned. Upon receipt of assurance from headquarters the Right of Way Program, the relinquishments become effective. Addition of relinquished mileage is one possible source of error in mileage certification.

MILEAGE INVOLVED IN UNDERCROSSING AND OVERCROSSING OF STATE HIGHWAYS

A complication in mileage sometimes occurs where county roads carry across state freeways via a separation structure. County roads carried across the freeways via separations, within the state's right of way, are not relinquished to local jurisdiction, yet they are included as a county responsibility in maintenance agreements and are eligible for inclusion in the county's maintained mileage. The relocation of a county road at its crossing of a freeway may result in either a decrease or an increase in the length of the county road. Such changes will not be made until May, following completion of the state highway construction project.

FUNCTIONAL CLASSIFICATION UPDATES

Local agencies submit annually their Maintained Mileage Reports to Caltrans District Coordinators. The Maintained Mileage Report should accurately summarize in tabular format, the existing functional classification system of roadways. The District Coordinator reviews and forwards the information to the HPMS Branch at Caltrans Headquarters. If there are discrepancies between the Maintained Mileage Report and the CRS maps, the approved CRS maps take precedence.

Functional Classification Change Requests, which include CRS maps, are submitted separately from the tabular Maintained Mileage Reports. Local agencies may submit "Functional Classification Change Requests" to their DLAE year-round. Functional Classification Guidelines provide the procedure for submittal of appropriate documentation, which can be found at:

http://www.dot.ca.gov/hq/tsip/HSEB/functional_classification.html.

The DLAE reviews and forwards the information to the Highway System Engineering (HSE) Branch at Caltrans Headquarters. The FHWA reviews and provides final approval for functional classification change requests by stamping and signing the CRS maps.

18.5 REFERENCES

- *Caltrans Maintenance Manual*
- *Manual on Traffic Control Devices 2003 (MUTCD) California Supplement*
- Collier Burns Act
- *National Bridge Inspection Standards*
- *Project Development Procedures Manual*
- Section 34333 of the Government Code
- Sections 2104, 2121, 823.5 of the Streets and Highways Code (S&H Code)
- Section 116 of Title 23, United States Code (U.S.C.)

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EXHIBIT 18-A MAINTENANCE REVIEW CHECKLIST

MAINTENANCE REVIEW CHECKLIST

District: _____ Local Agency: _____

Location: _____

Item	*I	M	N/A	General Observation
1. Pavement				
2. Shoulders				
3. Markings				
4. Signs				
5. Guardrails				
6. Drainage				
7. Litter Removal				
8. Vegetation Control				
9. Signals & Lights				
10. Snow & Ice				
11. Structures				
12. Non-Motorized Facilities				

*I - Improvement needed to meet acceptable levels

M - Meets acceptable levels

N/A - Not applicable

Note: The maintenance review is not meant to be a detailed review of a roadway system, but rather is a brief review to observe the overall status of maintenance of projects constructed with federal-aid funds. The reviews will not be performed beyond the service life of the federal-aid project.

COMMENTS AND FOLLOW UP:

Reviewer: _____ Date: _____

1. Pavement

Typical items to be considered in pavement maintenance include cracking, raveling, corrugations, potholes, and bridge approach settlement.

2. Shoulders

Surfaced shoulders should be included in the discussion on pavement. Drop off at the edge of pavement should be noted, as it is a safety concern.

Unsurfaced shoulders should be relatively free of ruts and properly sloped to ensure adequate drainage.

3. Markings

Traffic striping and pavement markings should be uniform in design, position, application, and shall conform to the standards in the *Manual on Uniform Traffic Control Devices 2003 (MUTCD) California Supplement* to the federal manual. (<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/supplement.htm>)

4. Signs

Signs should be in a state of good repair and should be readily visible to the public for which they are intended.

5. Guardrails

Guardrails should be maintained approximately true to line, grade, and functional height. Damaged rails should be repaired or replaced to current standard.

6. Drainage

Culverts, ditches, and gutters should be kept open and in a state of good repair.

7. Litter Removal

Accumulated litter should be removed from the roadbed before it becomes a safety or health hazard.

8. Vegetation Control

Safety, aesthetics, and compatibility with adjacent land use are the prime considerations in proper vegetation control.

9. Signals & Lights

Damaged or malfunctioning traffic signals should be promptly repaired or temporary corrections made until permanent repairs can be made.

Luminaries and fixtures for illuminated signs not essential for traffic safety should be routinely scheduled for repair or replacement.

10. Snow & Ice

Snow removal and ice control should be consistent with the need to keep the road open for the traveling public, and to continue essential services.

11. Structures

Although bridges are given a more thorough inspection at approximately two-year intervals, the following items should be checked for routine maintenance:

- Damaged approach guardrail and bridge rail
- Settlement of approach fills
- Condition of deck (see #1. Pavement)
- Damaged slope paving or rock slope protection
- Plugged deck drains and overside drains
- Scour around piers and abutments
- Debris plugging channels

12. Non-Motorized Facilities

Paths, sidewalks, bicycle lanes, and related markings and signage should be maintained to provide safe accommodation for bicyclists and pedestrians.

Distribution: One copy each to HQ DLA, Local Agency, DLAEs file

EXHIBIT 18-B SAMPLE RESOLUTION

BOARD OF SUPERVISORS, COUNTY OF _____

STATE OF CALIFORNIA

(Date)

A RESOLUTION REVISING THE COUNTY
MAINTAINED ROAD MILEAGE

RESOLUTION NO. _____

WHEREAS, Section 2121 of the Streets and Highways Code provides that in May of each year, each County shall submit to the Department of Transportation any additions to or exclusions from its mileage of maintained County roads, specifying the termini and mileage of each route added to or excluded; and

WHEREAS, the Department of Transportation certified to the State Controller in the year _____ that the total mileage of maintained County roads was _____ miles; and

NOW THEREFORE IT BE RESOLVED that the total mileage of maintained County roads be _____ miles, as indicated in color on the maps marked Exhibit "A" in the year _____, and in accordance with the additions, exclusions or corrections to the tabulation marked Exhibit "B" in the year _____. Both exhibits are hereby made, by reference thereto, a part of this Resolution.

BE IT FURTHER RESOLVED AND ORDERED that duplicate copies of the hereinabove said Exhibits "A" and "B" shall be filed in the office of the Director of Public Works of the County of _____.

The foregoing Resolution was duly passed and adopted this _____ day of _____, in the year _____.

AYES:

NOES:

ABSENT:

Distribution: Local Agency, DLAE file

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EXHIBIT 18-C CITY-COUNTY ROAD SYSTEM EDP INPUT FORM HCC 342

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CITY-COUNTY ROAD SYSTEM EDP INPUT FORM HCC 342

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CODE GROUP SEQUENCE		ITEM	NUMBER	CARD SEQUENCE	ROAD NAME	TERMINI		DISTRICT	SYSTEM	LENGTH	NON-ADD. & CONST. STATUS IN OTHER AREA	MAP NUMBER	COORD.	SUPPLY DIST. RD MAINT. DIST.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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RE = Relocated and/or Reconstructed roads
OR = Other roads - connections, cul-de-sacs
MC = Mileage correction

LPP 05-04

EXHIBIT 18-D
Mileage of Maintained Roads

Local Assistance Procedures Manual

Department of Transportation Mileage of Maintained County Roads Certified to State Controller September 30, 1997						
COUNTY	NET CHANGE DURING MONTH	TOTAL	COUNTY	NET CHANGE DURING MONTH	TOTAL	
Alameda		475.49	Placer		1021.13	
Alpine		133.49	Plumas		871.12	
Amador		408.07	Riverside		2583.50	
Butte		1368.62	Sacramento		2530.84	
Calaveras		690.94	San Benito		385.90	
Colusa		728.56	San Bernardino		2857.29	
Contra Costa		741.03	San Diego		1876.49	
Del Norte		300.90	San Francisco		850.90	
El Dorado		1042.60	San Joaquin		1678.55	
Fresno		3622.90	San Luis Obispo		1266.02	
Glenn		860.96	San Mateo		318.51	
Humboldt		1208.65	Santa Barbara		802.80	
Imperial		2560.61	Santa Clara		706.59	
Inyo		1130.16	Santa Cruz		606.65	
Kern		3286.01	Shasta	2.45	1192.28	
Kings		961.07	Sierra		390.10	
Lake		614.73	Siskiyou		1367.86	
Lassen		905.14	Solano		600.62	
Los Angeles		3104.76	Sonoma		1402.12	
Madera		1548.75	Stanislaus		1548.62	
Marin		419.97	Sutter		858.70	
Mariposa		559.34	Tehama		1092.88	
Mendocino		1017.89	Trinity		703.72	
Merced		1734.91	Tulare		3081.05	
Modoc		989.31	Tuolumne		603.99	
Mono		680.57	Ventura		545.28	
Monterey		1260.00	Yolo		802.73	
Napa		449.89	Yuba		589.69	
Nevada		571.07				
Orange		435.06	Grand Total	2.45	66867.28	

Distribution: Local Agency, DLAE file, HPMS Branch HQ Caltrans, State Controller